**Government Procurement Card – Terms and Conditions of Use**

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| 1. | The card is to be used only by the cardholder to whom it is issued when carrying out authorised business on behalf of The Institution of Engineering and Technology (“the IET”). Personal use is not permitted at any time. |
| 2. | Statements will be sent each month to both the individual cardholder and the Institution’s Finance Department. Payment will be made directly to Barclays Bank each month by the IET. |
| 3. | On receipt of your GPC Card Statement from Barclaycard, please perform the following within 28 days of the date of your statement:   1. annotate your Barclaycard statement with the name of your Local Network and sufficient narrative detail (as necessary) regarding the nature of the expense for each line item; 2. attach the ‘original receipts’ which support the expenditure on your statement; 3. (for UK Local Networks only) annotate each line item on your Barclaycard statement with the relevant Account Code and Activity Code; 4. arrange for the Barclaycard statement to be authorised by a Local Network Authorised Signatory either via a date & signature on the manual statement or via an e-mail authorisation; 5. submit your annotated and authorised statement together with your original expense receipts to the following address: Finance Accounts Payable Department, Michael Faraday House, Six Hills Way, Stevenage, Hertfordshire, SG1 2AY. For non-UK Local Networks, the same documents may be scanned and submitted to IET Accounts Payable Department at [financeap@theiet.org](mailto:financeap@theiet.org) and original versions retained locally for reference and record keeping. Both UK and non-UK Local Networks should ensure that their Local Network Treasurer receives a copy of the authorised statement for their record. |
| 4. | Cardholders are to comply with the Barclays Bank Plc conditions of use as detailed on the Cardholder Application Form. |
| 5. | Each GPC is allocated a credit limit which will be notified to the cardholder, who will be responsible for ensuring it is not exceeded. Withdrawal of cash is not permitted within the GPC scheme. |
| 6. | The GPC is to be surrendered to the PA to the Director of Finance and Planning (Charlotte Cruttenden) [CCruttenden@theiet.org](mailto:CCruttenden@theiet.org) upon giving notice of retiring from the Local Network Officer’s post or at any other time as required by the IET. |
| 7. | Cardholders are required to complete the following: I, [***Name of cardholder***], apply for a Government Procurement Card (GPC). I confirm that I have read and understood the above terms and conditions and the IET’s ‘Expenses Policy for Volunteers’ and agree to be bound by them. If for any reason sums debited by me to my GPC account are not considered bona fide IET expenditure, I will immediately reimburse the IET in full.  I will inform Barclaycard and the IET within 24 hours or as soon as possible in the event that I become aware or have the suspicion that my card has been lost, stolen or used fraudulently.  I will respond to any reasonable request for information.  Once these signed Terms and Conditions have been received, your application will be progressed and your new GPC sent out to you in due course. |

Signed:…………………………………………… Date:………………………………….

# Note: Please sign your card immediately upon receipt.

**ONCE COMPLETED, PLEASE SEND THIS FORM TO:** CCruttenden@theiet.org